

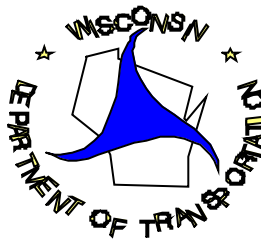
PUBLIC TRANSPORTATION

2003 OPERATING ASSISTANCE

APPLICATION BOOKLET



**FOR:
STATE AID (85.20)
FEDERAL AID (SECTION 5311)**



ALTERNATIVE ACCESSIBLE FORMATS OF THIS DOCUMENT WILL BE PROVIDED UPON
REQUEST

Issued July 2002

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I. INTRODUCTION

This booklet is intended to outline the procedures necessary to apply for public transit operating assistance under the State Urban Mass Transit Operating Assistance Program and/or the federal Section 5311 Program for calendar year 2003. It should be noted that transit systems operating in federally designated "urbanized" areas (areas with populations of over 50,000) must use this booklet to apply for state operating assistance, but must also apply separately for federal operating under the federal Section 5307 program. Information in this booklet is applicable to both bus and shared-ride taxi systems. The booklet is not intended to provide detailed program information, rules and regulations. For the State Urban Mass Transit Operating Assistance Program, this information can be found in Chapter TRANS 4 of the Wisconsin Administrative Code. For the Federal Section 5311 Program, the information can be found in Chapter

TRANS 6. Copies of these administrative rules can be obtained at these links:

TRANS 4: <http://www.legis.state.wi.us/rsb/code/trans/trans004.pdf>

TRANS 6: <http://www.legis.state.wi.us/rsb/code/trans/trans006.pdf>

II. PROGRAM ELIGIBILITY

A. State Urban Mass Transit Operating Assistance Program

By current statutory definition, eligible applicants under the state urban mass transit operating assistance program are local public bodies in an urban area which is served by an urban transit system incurring an operating deficit. By statute, "local public bodies" are defined to be:

- (1) Counties, municipalities or towns, or agencies thereof; or
- (2) Transit or transportation commissions or authorities and public corporations established by law or by interstate compact to provide mass transportation services and facilities; or,
- (3) Two or more of any such bodies acting jointly under s. 66.30, Wis. Stats.

The statutory definition of an "urban mass transit system" includes definitions of an "urban area" and a "mass transit system." An "urban area" means any area that includes a city or village having a population of 2,500 or more that is appropriate, in the judgment of the department, for an urban mass transit system. A "mass transit system" means an entity which provides the general public with transportation services on a regular and continuing basis. Transportation services may be provided by bus, shared-ride taxi, rail, or other conveyance, either publicly or privately-owned.

A "shared-ride taxi" is one which is legally able to simultaneously transport passengers with different destinations and/or origins. This means that the local government can have no

ordinance prohibiting such service. A taxi does not cease being a shared-ride vehicle if it happens to be transporting a party with a single origin and destination, as long as the option for carrying other passengers remains.

In a given urban area, more than one local public body may support a shared-ride taxi system and may receive state aids under s. 85.20, Wis. Stats. The department prefers to contract with one community, however, and that community in turn contracts with its neighboring communities to share the state aids received.

Operating assistance funds are available for calendar year 2003 to eligible applicants for system wide projects where operating revenue is insufficient to cover eligible operating expenses. The operating project cost is the difference between the costs of operating an eligible public transportation service and the operating revenues derived therefrom. Operating assistance projects must meet the following eligibility requirements:

1. The project must be for passenger transportation service. At least two-thirds of the miles of service must be within the boundaries of the urban area in order for the project to be considered for operating assistance.
2. The project transportation service must be open to the general public. Service provided exclusively for a particular subgroup of the general public (e.g. elderly, handicapped or school children) is not eligible.
3. The project transportation service must be provided on a regular and continuing basis.
4. Fares must be collected for the project transportation service in accordance with established tariff schedules.
5. Charter services may not be provided with vehicles purchased under any federal grant program unless private operators are not willing and able to provide the charter service.
6. Local projects may not engage in school bus operations, exclusively for the transportation of students and school personnel in competition with private school bus operators. Vehicles must remain open to the public at all times and be clearly marked for public use.
7. The applicant for the project must provide assurances that the local share of the project funding is available.
8. The applicant for the project transportation service must provide assurances that the project meets all requirements described in the various exhibits under these application procedures.

B. Federal Section 5311 Program for Small Urban and Rural Areas

Small Urban Transit Systems

This category includes all mass transit systems, both bus and shared-ride taxi, operating in small urban areas with populations of at least 2,500, but not greater than 49,999. Other eligibility requirements are the same as defined in A. above. Systems in this category will use this booklet to apply for both state and federal operating assistance. Based on administrative rules and available funding, the department will distribute funds such that the combination of federal and state operating assistance cover an equal percentage of costs for all systems in this category applying for aid.

Rural and Intercity Transit Systems

These systems are not eligible for state operating assistance, but are eligible for federal operating assistance under the federal Section 5311 program. Eligible applicants include public bodies or agencies thereof (see A. above) and Native American groups. Services may be provided directly by the applicant, or contracted to a private transportation provider. The private provider may be a recipient of these funds through a contractual agreement with an eligible public body. If more than one public body financially participates in the project, only one of the public bodies should submit the application on behalf of all of the participating public bodies.

Operating assistance funds are available to eligible applicants for system-wide or route specific projects where operating revenue is not sufficient to cover eligible operating expenses. The operating project cost is the difference between the costs of operating an eligible public transportation service and the operating revenues derived therefrom. Section 5311 funding can cover up to 50% of eligible project costs, depending on the availability of funds. One-half of the local share (25% of the project costs) must be provided in cash or in-kind contributions from sources other than federal funds or revenue from the project transportation service. The remaining one-half of the local share may be provided with unrestricted funds from other federal programs. The applicant should contact the federal or state agency administering such funds to determine any restrictions on their use, as well as the availability of the funds for the applicants project. To be eligible for funding, the following eligibility requirements must be met:

- 1) The project must be for passenger transportation service in a “non-urbanized” area. The following types of service are eligible:
 - a. Service intended to transport rural residents to small urban or urbanized areas.
 - b. Service intended to transport passengers around the rural area.
 - c. Service between small urban areas (under 50,000 population).
 - d. Service between urbanized areas which serve at least one stop outside an urban area.

- e. Service intended to transport urbanized area residents to a rural area is not eligible.
- f. The project transportation service may constitute an entire public transit system or may be an individual route. A project route is established by the termini points listed in the provider's published schedules and the highway over which the service is provided. For intercity routes whose termini are outside Wisconsin, the route termini for this program shall be the state boundary. All service provided on the defined route will be included in the project.

III. OPERATING EXPENSES FOR STATE AND FEDERAL AID

Operating expenses are those expenses related to the day-to-day operation of the transit system. Eligible operating expenses include: labor, fringe benefits; services (e.g. legal, advertising); materials and supplies consumed (e.g. fuel and tires); utilities; insurance; taxes; purchased transportation service; license fees and lease costs. Depreciation of capital assets is an eligible expense for private providers only, and then only under certain circumstances.

The following items are generally not eligible for operating assistance:

- a) Entertainment expenses
- b) Fines and penalties
- c) Bad debts
- d) Charitable contributions
- e) Interest expenses on debt retirement
- f) FICA tax (self insurance)
- g) Costs of advisory councils
- h) For private mass transportation operators, costs of federal, state, and local income taxes.
- i) Indirect transit-related functions or activities of regional or local entities performed as a normal or direct aspect of general public administration (e.g. expenses of a City Council in considering transit matters, expenses of an MPO in programming formula funds, etc.).
- j) Depreciation accrued by public operators, depreciation on facilities or equipment purchased with public (i.e. Federal, State or Local) capital assistance, depreciation of an intangible asset, and/or depreciation in excess of the rate otherwise used for utilizing generally accepted accounting principles.

- k) Expense for contingencies or capital acquisitions, including contributions to a capital reserve account or fund.
- l) Any portion of services funded by other state and federal grants.

IV. OPERATING REVENUE

In determining operating revenue, the applicant should include all passenger revenue derived from the project service, as well as any other amounts collected or received in the process of providing public transportation under the project for the period January 1, 2003 to December 31, 2003.

Operating revenue shall also include any unrestricted federal, state or local funds received as a result of providing the project service, which are not used to match federal Section 5311 funds.

Charter and package delivery operation expenses and income can be assumed to be equal and therefore will not have any net financial effect on the project.

V. APPLICATION FOR FUNDS

Eligible applicants desiring to participate in the state Urban Mass Transit Operating Assistance Program must submit an application on behalf of all local governments in the area providing financial assistance for the operation of the transit system. Application deadlines and transmittal requirements are as follows:

FEDERAL SECTION 5311 PROGRAM:

Applications for federal operating assistance (Section 5311) must be received by the department no later than October 15, 2002. No extensions to this deadline will be granted. The original application must be sent to the Bureau of Transit and Local Roads, with copies to:

- a) Appropriate Transportation District Office (see Appendix A)
- b) Appropriate Regional Office of the Office of Strategic Finance, Wisconsin Department of Health and Family Services (see Appendix B)
- c) Area Agency on Aging (see Appendix C)
- d) Appropriate Regional Planning Commission (see Appendix D)

STATE URBAN MASS TRANSIT ASSISTANCE PROGRAM:

Applications for state assistance must be received by the department no later than November 15, 2002. Applicants may request up to a 45-day extension of this due date. Extensions should be requested from the Bureau of Transit and Local Roads. The original application must be sent to the Bureau of Transit and Local Roads, with a copy to the appropriate Transportation District Office.

*Please note that for public bodies applying for BOTH state and federal (Section 5311) operating assistance, the absolute deadline for receipt of the application is **October 15, 2002.**

Additional Application Information

◆ **Only one version of the Operating Assistance application booklet will be distributed for use by all transit systems.**

Beginning with the 1999 funding cycle, only one version of the Operating Assistance application booklet was distributed. Certain parts of the booklet apply only to a specific type of transit system (i.e. those applying for Section 5311 operating assistance). The following bullet points help clarify which portions of the booklet are applicable to your transit system:

- “Section 5311 applicants” refers to shared-ride taxi, bus, and rural/intercity transit systems in small urban or rural areas which apply to WisDOT to receive federal 5311 funds. “Urbanized applicants” refers to urbanized area bus and urbanized area taxi systems.
- **Certain pieces of the booklet are marked with a ☆ and should be completed only by municipalities applying for federal Section 5311 operating assistance.** These pieces do not apply to urbanized systems which apply directly to FTA for federal assistance.
- In addition to this application, Section 5311 applicants receive a booklet containing the required Federal Certifications and Assurances (Exhibits P and Q). These forms should be completed and submitted as part of the application. FTA publishes updated certifications/assurances generally in October. If there are changes or additions to the attached certifications, WisDOT will publish an addendum to the application materials to update the information submitted in your application.
- The spreadsheet which contains the automated versions of several exhibits will remain customized to each specific type of transit system. Your municipality will receive a spreadsheet specific to the type of transit system for which operating assistance is being requested.
- Even though there is one application booklet, the application deadlines remain the same: **October 15** for small urban bus, taxi, and rural/intercity applications; **November 15** (with a 45-day extension available) for urbanized area bus and urbanized area taxi applications.

There is still a separate **Capital** Assistance application booklet for those wishing to apply for capital funding under the Section 5311 federal program. Copies of this booklet must be requested separately. The Capital booklet is available both in hard copy and electronically. Capital applications are also due by October 15.

III. CHANGES & HIGHLIGHTS

A. WISCONSIN'S ADMINISTRATIVE CODE, CHAPTERS TRANS 4 AND TRANS 6 GOVERN PROGRAM REQUIREMENTS.

Chapter TRANS 4 of the Wisconsin Administrative Code establishes WisDOT's administrative interpretation of s.85.20, Stats., and prescribes administrative policies and procedures for implementing the urban mass transit operating assistance program. The purpose of TRANS 6 is to prescribe WisDOT's administrative interpretation of ss. 85.20 and 85.23, Stats., and to prescribe the administrative policies and procedures for implementing the federal program for public transportation projects in areas other than urbanized. By federal definition, "areas other than urbanized" include small urban and rural areas. The text of administrative rules TRANS 4 and TRANS 6 are available on-line at:

- TRANS 4: <http://www.legis.state.wi.us/rsb/code/trans/trans004.pdf>
- TRANS 6: <http://www.legis.state.wi.us/rsb/code/trans/trans006.pdf>

B. INFORMATION REQUIRED IN THE APPLICATION COVER LETTER HAS CHANGED.

In prior years, applicants have been asked to specify the amount of state and/or federal aid they are applying for in the cover letter which transmits the application to WisDOT. However, it is no longer possible to accurately estimate state and federal funding levels at the time applications are distributed. Therefore, the cover letter format has been changed, and the requirement to specify the amount of state and/or federal aid for which an applicant is applying has been eliminated.

C. EXHIBIT F-2, DEPRECIATION SCHEDULE, HAS BEEN MODIFIED.

The Depreciation Schedule has been changed in an attempt to make it more "user friendly." The exhibit includes more detailed instructions at the bottom of the page, as well as more information throughout the worksheet. The following tips will help you complete this exhibit accurately:

- **If sharing facilities, personnel, or equipment with another business, a cost allocation plan must be submitted for WisDOT review and approval as part of this application.** Allocation could be based on such things as square footage occupied by each enterprise, percent of revenues generated from each business, or number of rides provided by each business. Any application from an applicant for whom an allocation plan is required which does not include this plan will be considered incomplete and may not be approved until a plan is submitted and approved.
- Exhibit F-2 can include depreciation on any vehicles, facilities, or equipment that will be in your inventory at the end of the calendar year for which the application is made. However, depreciation will only be paid on equipment that is actually purchased and in use. At the time of audit, depreciation will be prorated based on the date the vehicle/equipment was put into use.

- Leased buildings, vehicles, or equipment, from related or non-related parties, should be included as leased costs in Exhibit F under “Leases and Rentals.” These items should not be included in the Depreciation Schedule.
- All assets with an original cost of less than \$1,000 do not need to be capitalized. Items of less than \$1,000 do not need to be included in the depreciation schedule and may be expensed out at the time of purchase.
- Indicate the Depreciation Method used in the appropriate column in Exhibit F-2 (e.g. straight line, double declining balance, mileage, age, etc.). For vehicles purchased after January 1, 2001 depreciation will be based on mileage. We recommend using this method for your calculations.

Other Important Information

1. Exhibit H, Projected Operating Assistance, has been modified.

Exhibit H, which calculates projected operating assistance for the following calendar year, has been modified. Due to the uncertainty of state and federal funding at the time the applications are distributed, the lines in this exhibit which calculate the estimated state, federal, and local shares have been eliminated. Grantees will be notified of their state, federal, and local shares as soon as the information is available.

2. Exhibit I, Sharing of Projected Operating Deficit, has been modified.

Exhibit I has been modified to reflect the changes made to Exhibit H. Grantees should enter the name of any public body participating in the program and the percent of deficit being charged to each one. The exhibit will then calculate each participant's share of the deficit.

3. It is required that certain Federal Clauses be included in third party operating contracts.

The Federal Transit Administration has issued a set of federally required clauses that are to be included in all contracts between WisDOT and any municipality receiving transit aid. WisDOT's subgrantees are also required to include these federal clauses in their third party contracts with private operators to provide transit service, including paratransit service. A letter to this effect containing a list of the specific clauses was sent out to all grantees in mid-July, 2001. If you need sample language to include in your third party contracts, please contact the Section 5311 Program Manager.

4. Useful Life Information (for use in Exh. F-2, Depreciation Schedule)

Useful life of a vehicle, facility, or equipment shall be determined from the time of actual acquisition/purchase. A table identifying useful life standards is included below.

Description	N – New	U – Used	Useful Life
Taxicab		N	150,000 miles *
Taxicab		U	150,000 miles *
Van, Lift-Equipped		N	100,000 miles *
Van, Lift-Equipped		U	100,000 miles *
Office Equipment **		N or U	5 years
Office Furniture		N or U	10 years
Radio Tower		N or U	10 years
Building		N or U	31 years
Land		All	***

* The useful life is 150,000 miles for automobiles and 100,000 miles for left-equipped vans. Used vehicles will be depreciated over the remaining miles up to 150,000. Salvage value of 15% will be recognized on all vehicles. Purchased vehicles with more than 150,000 miles will be expensed in the year of purchase for the amount exceeding the 15% salvage value.

** Includes, but is not limited to, the following items: Phone system, computer, printer, copier, fax machine, and radio equipment.

*** Land is not depreciable. The cost of the land must be separated from the purchase price of the facilities to determine an acceptable value of the depreciable building.

GRANT APPLICATION CHECKLIST

Please Check Box When Completed

Exhibit A, Letters of Transmittal.....	<input type="checkbox"/>
Exhibit B, Service Characteristics Form*	<input type="checkbox"/>
Exhibit C, Management Plan ☉	<input type="checkbox"/>
Exhibit D, Operating Statistics*	<input type="checkbox"/>
Exhibit E, Labor Analysis*	<input type="checkbox"/>
Exhibit F, Projected Operating Expenses*	<input type="checkbox"/>
Exhibit F-1, Competitive Bid Options (If required)*	<input type="checkbox"/>
Exhibit F-2, Depreciation Schedule*	<input type="checkbox"/>
Exhibit F-3, City Administrative Fee Worksheet*	<input type="checkbox"/>
Exhibit F-4, Management Fee Calculation Worksheet*	<input type="checkbox"/>
Exhibit G, Projected Operating Revenues*	<input type="checkbox"/>
Exhibit H, Projected Operating Assistance*	<input type="checkbox"/>
Exhibit I, Sharing of Projected Deficit*	<input type="checkbox"/>
Exhibit J, Four- Year Transit Development Plan*	<input type="checkbox"/>
Exhibit K, Draft Contract with Private Operator.....	<input type="checkbox"/>
Exhibit L, Project Coordination★	<input type="checkbox"/>
Exhibit M, Involvement of Private Operator ★	<input type="checkbox"/>
Exhibit N, Competitive Procurement Requirement ★	<input type="checkbox"/>
Exhibit O, Public Involvement ★	<input type="checkbox"/>
Exhibit P, Labor Protection ★	<input type="checkbox"/>
Exhibit Q, Federal Certifications and Assurances ★	<input type="checkbox"/>
Exhibit R, Information That WisDOT Needs From You.....	<input type="checkbox"/>

* Exhibit found in Excel spreadsheet.

★ Applies to Sec. 5311 applicants only.

☉ Rural/Intercity applicants are exempt from completing this exhibit.

IV. APPLICATION FORMAT

EXHIBIT A - LETTERS OF TRANSMITTAL

A.1 - LETTER OF APPLICATION

The applicant must prepare a letter of application to the Wisconsin Department of Transportation containing the following items:

1. Name of applicant.
2. A statement that state and/or federal operating assistance is requested for the period January 1, 2003 through December 31, 2003.
3. Name of the transit system for which operating assistance is being requested.
4. A statement assuring that local funds have been budgeted and will be available for the twelve month period January 1, 2003 through December 31, 2003. (*For urbanized systems*, local funds must be equal to at least 20% of state aids received.)
5. A list of all local units of government participating in sharing of the local share.
6. Name and telephone number of person who prepared the financial exhibits contained in the application.
7. Signature of the chief elected or administrative officer of the applicant public body.

An example of a letter of application is provided on the following page.

SEND ORIGINAL TO:

**Wisconsin Department of Transportation
Bureau of Transit and Local Roads
P. O. Box 7913
Madison, WI 53707-7913**

Wisconsin Department of Transportation
Bureau of Transit and Local Roads
P. O. Box 7913
Madison, WI 53707-7913

Greetings:

The (Name of Applicant) is hereby requesting state mass transit operating assistance under Section 85.20 of the Wisconsin Statutes to assist in the operating expenses of the (Name of Transit System) during the period of January 1, 2003 through December 31, 2003.

The applicant also requests federal Section 5311 operating assistance to assist in financing up to 50% of the transit system's operating deficit for the same period. ☆

It is recognized that the actual amount of funding received has yet to be determined, and will be subject to the funds available for distribution.

The applicant assures that the resulting local portion of the operating deficit incurred during this period will be available for this purpose.

While we understand the applicant is responsible for the local share of the deficit, the following local units of government have agreed to participate in the sharing of the local share.

UNIT OF GOVERNMENT

(Applicant Public Body)

(Participant Public Body)

(Participant Public Body)

(Participant Public Body)

(Participant Public Body)

(Participant Public Body)

The applicant represents that the information submitted to the Wisconsin Department of Transportation in support of this application is true and correct.

The financial exhibits were prepared by (Name of Contact Person) who can be contacted at (telephone number) .

Sincerely,

(Chief Elected or Administrative
Officer of Applicant Public Body)

cc: Transportation District #____
(See Appendix D for applicable District Office)

A.2 - LETTER TO THE REVIEW AGENCIES ☆

(See Sample Letter A.2)

1. Name of Applicant.
2. A request that the agency review the application and forward the comments to the appropriate Transportation District with a copy to the applicant.
3. The name of a contact person for further information.

The letter should be signed by the chief elected or administrative officer of the organization or public body.

An example of the letter of transmittal is shown in Sample Letter A.2.

A copy of the transmittal letter should be included in the application.

A.3 - LETTER TO THE REGIONAL PLANNING COMMISSIONS ☆

(See Sample Letter A.3)

1. Name of applicant.
2. A request that the Regional Planning Commission review the project under Presidential Executive Order 12372 and implementing regulations at 49 CFR Part 17, and forward the review to the appropriate Transportation District with a copy to the applicant.
3. An indication of what other agencies have review copies of the application.
4. Name of the contact person for further information.

The letter should be signed by the chief elected or administrative officer of the organization or public body.

An example of this letter is shown in Sample Letter A.3.

A copy of the transmittal letter should be included in the application.

SAMPLE LETTER A.2 ☆

(DATE)

(Addressee)

(See Appendix B or C)

Dear _____:

In accordance with Chapter TRANS 6, Wisconsin Administrative Code, (Name of Applicant) hereby submits for your agency's review this application for operating assistance under Section 5311 of the Transportation Equity Act for the 21st Century, as amended. Please forward any comments to the appropriate Wisconsin Department of Transportation District by (specify the date 45 days after the date of the transmittal letter to the Transportation District). In addition, please forward a copy of your review comments to (Name of Person).

If you need further information, please contact (Name of Contact Person).

Sincerely,

(Name and Title of the Chief Elected
or Administrative Officer of Applicant)

SAMPLE LETTER A.3 ☆

(DATE)

(Addressee)

(See Appendix D)

Dear _____:

The (Name of Applicant) hereby submits for your agency's review this application for operating assistance under Section 5311 of the Transportation Equity Act for the 21st Century, as amended.

Copies of this application have also been sent to the following agencies:

1. Wisconsin Department of Transportation District
2. Wisconsin Department of Health and Family Services, Office of Strategic Finance
Regional Office
3. Area Agency on Aging

Please note we are requesting you initiate an intergovernmental review under Presidential Executive Order 12372 and implementing regulations at 49 CFR Part 17.

Please forward any comments to the appropriate Wisconsin Department of Transportation District by (specify the date 45 days after the date of the transmittal letter to the Transportation District). In addition, please forward a copy of your review comments to (Name of Person).

If you need further information, please contact (Name of Contact Person).

Sincerely,

(Name and Title of the Chief Elected
or Administrative Officer of Applicant)

EXHIBIT B - SERVICE CHARACTERISTICS FORMS

A "Service Characteristics Form" has been developed by the Department to document the type and level of transit services being provided in an urban area. These forms provide much of the information necessary to compute and calculate operating cost information. Instructions for completing the form for taxi systems are found below. Bus systems have two separate forms for regular routes and special services. This exhibit is found on the diskette or separate email attachment.

Each applicant must submit an updated Service Characteristics Form as Exhibit B of its application detailing service levels as of January 1, 2003.

If during the course of 2003, an applicant modifies its schedules and if the modifications have not been incorporated into the original 2003 Management Plan, then the applicant must submit an updated Service Characteristics Form to the Department prior to implementing the proposed changes.

REPORTING INSTRUCTIONS AND DEFINITIONS

An accurate and up-to-date Service Characteristics form for regular urban service must be on file with the Department of Transportation. Any approved service modifications to the transit system will necessitate revising the Service Characteristics form.

The following are some common definitions used by fixed-route systems:

- **Total Service Hours:** Total hours a vehicle is active, including driver prep. time, breaks, etc.
- **Revenue Hours:** Total time the vehicle is providing service.
- **Dead Hours:** Total time the driver is in the vehicle, but the vehicle is NOT in service.
- **Platform Hours:** Total time from when the vehicle leaves the garage until the time it is returned (i.e. total time the driver is in the seat).

This form is for reporting service characteristics for those vehicles serving the community throughout the day. Complete this form for each day of the week in which service characteristics are different. If the same level of service is provided all week, only one form would be required. If weekend service is different from weekday, separate forms should be prepared. On the form, space is provided to indicate which day or days the level of service applies. If in a given day service is provided during two or more separate periods, indicate this in columns 2 and 3. Report instructions follow:

COLUMN 1: VEHICLE FLEET NUMBER -- This column should be used to identify each vehicle in service by its fleet number.

COLUMN 2: BEGIN SERVICE -- The time that each vehicle begins service.

COLUMN 3: END SERVICE -- The time that each vehicle ends service.

COLUMN 4: TOTAL HOURS -- The total hours of daily service for each vehicle each day. (automatically calculated)

COLUMN 5: DAILY MILEAGE -- In this column the operator should estimate the mileage which is traveled by each taxi.

2003 SERVICE DAYS

January 2003	February 2003	March 2003	April 2003
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
May 2003	June 2003	July 2003	August 2003
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
September 2003	October 2003	November 2003	December 2003
Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30	Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

SUNDAYS 52 - EASTER = 51

MONDAYS 52 - MEMORIAL DAY & LABOR DAY =50

TUESDAYS 52

WEDNESDAYS 53- NEW YEAR'S = 52

THURSDAYS 52 – CHRISTMAS & THANKSGIVING = 50

FRIDAYS 52 - 4TH OF JULY = 51

SATURDAYS 52

TOTAL OF 255 WEEKDAYS AFTER HOLIDAYS

EXHIBIT C - MANAGEMENT PLAN

The 2003 Management Plan is a description of all actually planned or anticipated events affecting the participating transit system's operating revenues and expenses during the twelve month period January 1, 2003 through December 31, 2003. Urbanized systems should also include a description of the transit system's multi-year goals and objectives for a four-year period.

The essential purposes of the management plan are: (1) provide the Department with a description of the services to be provided during the ensuing year; (2) to insure the maintenance or improvement of taxi service available to the public; (3) to identify and implement various policies and practices to increase the efficiency of mass transit operations; and (4) to insure that state funds will be spent wisely. The Department will use the management plan as a basis for final allocation of state funds to an applicant within the framework of the statutory and budgetary constraints of the operating assistance program. The Department will also use the management plan as a basis for monitoring and evaluating the performance of the participating transit system during the contract period. Transit policy and management decisions made and actions taken during the contract period must be in conformance with the management plan. Any proposed deviations from the management plan must be reported to the Department and approved by the Department prior to implementation. Failure to do so will jeopardize continued state assistance.

Each applicant is required to prepare a management plan in accordance with the outline given below. The level of detail required will vary according to the size of taxi system involved, but each topic must be addressed by all applicants.

I. OPERATING AUTHORITY ☆

The applicant should submit a copy of any local ordinance or contract which grants to the shared-ride taxi company the authority to perform this service.

II. FARES

This section should document in detail the tariff schedule which will be in effect on January 1, 2003. For Section 5311 applicants, the tariff schedule should include the tariff rates which are in effect for various age groups and the hours of the day and days of the week, etc. for which they apply.

In addition to documenting your January 1, 2003 tariff, describe any anticipated changes in fare structure during the period January 1, 2003 through December 31, 2003. Any proposed changes in fare structure must be coordinated with your passenger counting program when the average fare method is used.

III. LEVELS OF SERVICE

This section should describe anticipated changes in the levels of service provided by the participating transit system during the period of January 1, 2003 through December 31, 2003. Each change in level of service should be discussed separately and each discussion should include the following:

- (1) The date on which the change is to be implemented;
- (2) The reasons for instituting the change;
- (3) A statement indicating why the change is essential to the preservation of the transit system; ☆
- (4) A detailed Description of the change; and
- (5) The projected impact of the change upon operating revenues and expenses during calendar year 2003.

NOTE: *For urbanized systems*, any normal service adjustments made to coincide with the opening and closing of the school year need not be documented.

IV. PROCEDURES FOR ESTABLISHING 2003 REVENUE PASSENGERS

This section should describe in detail the procedures to be utilized for establishing 2003 revenue passenger trips. Explain whether passengers will be determined by actual count or by the average-fare method. If the average fare method is to be used, include a schedule of the surveys required to determine the average-fare.

V. SERVICE AND PERFORMANCE GOALS

The section must document multi-year service and performance goals for the participating transit system as required by s.85.20, Wis. Stats. The goals must set annual targets and cover a 4-year period (2003-2006). At a minimum, system wide goals must be established for the following performance indicators:

- (a) Expense/Revenue Hour
- (b) Expense/Passenger
- (c) Revenue/Expense Ratio (Operating Ratio)
- (d) Passengers/Revenue Hour
- (e) Passengers/Capita
- (f) Revenue Hours/Capita

Please note that these performance goals are automatically calculated in the spreadsheet which accompanies this booklet.

EXHIBITS D through J and Q-6

The following exhibits are found on the computer diskette or email attachment which accompanied the application booklet. The format of some exhibits varies according to the type of transit system for which operating assistance is being requested, and only those exhibits required for the type of transit system operated in your municipality are included in the spreadsheet.

- ◆ Exhibit B - Service Characteristics
- ◆ Exhibit D - Operating Statistics
- ◆ Exhibit E - Labor Analysis
- ◆ Exhibit F - Projected Operating Expenses
- ◆ Supplemental Exhibit F-1, Competitive Bid Options
- ◆ Supplemental Exhibit F-2, Depreciation Schedule
- ◆ Supplemental Exhibit F-3, City Administrative Fee Worksheet
- ◆ Supplemental Exhibit F-4, Management Fee Calculation Worksheet
- ◆ Exhibit G - Projected Operating Revenue
- ◆ Exhibit H - Projected Operating Assistance
- ◆ Exhibit I - Sharing of Projected Operating Deficit
- ◆ Exhibit J - Four-Year Transit Development Plan
- ◆ Exhibit Q-6 - DBE Participation

EXHIBIT K - DRAFT CONTRACT WITH PRIVATE OPERATOR - 5311 APPLICANTS

For all applicants, it is necessary for a draft contract to be prepared between the local unit of government and the private operator. A state assistance contract will not be executed with the local applicant until the applicant's contract with the private operator is fully executed and a copy has been reviewed and approved by the Department.

The contract or agreement between the local public body and the private operator must cover the period January 1, 2003, through December 31, 2003, and address at least the following:

The taxi operator must agree to:

- (1) Operate in accordance with the provisions of the 2003 state operating assistance contract.
- (2) Continue with existing fares unless given approval by the Common Council and the Department of Transportation.
- (3) Continue with existing officers salaries unless given approval by the Common Council and the Department of Transportation.
- (4) Continue to provide the current level of service without reduction or change unless Council and Department approval is given.
- (5) Provide financial statements as may be required by the local body and the Department.
- (6) Maintain true and accurate records of all gross revenues, depreciations, salaries, return on investment and all operating expenses as required by the Department of Transportation. The books and records shall be available to the local public body and be subject to audit by the Department of Transportation.
- (7) Initiate a drug and alcohol testing and control program in accordance with applicable federal regulations.
- (8) Assist the city in complying with requirements of the American with Disabilities Act (ADA).
- (9) Comply with all requirements of federally required contract clauses, which shall be included in their contract with the local public body.

The local public body agrees to:

- (1) Review and approve monthly statements.
- (2) Issue a payment check on a regular or monthly basis.
- (3) Accept the Department of Transportation's determination of total operating deficit and expenses.
- (4) Pay the portion of the total operating deficit not paid by the U.S. Department of Transportation and/or the Wisconsin Department of Transportation.

- (5) Include all federally required clauses in all third party contracts with a private transit provider. Third party contracts which do not contain this language will not be considered valid.

If the applicant leases any vehicles to a contracted service provider, a draft lease agreement must also be submitted with this application. A sample lease agreement is shown below. While the draft agreement need not be identical to the sample, it must contain the ten basic provisions shown in the sample.

SAMPLE VEHICLE LEASE ☆

WHEREAS, the City of _____ purchased a vehicle with a grant from the "Section 5311" Program of the Federal Transit Administration (FTA); and

WHEREAS, it is proposed that said vehicle be leased from the City of _____ by _____ located in the City of _____, Wisconsin, and operated by said Lessee under the terms of certain licenses granted by the City and its agreement to provide _____ service dated _____, 200__, copies of which documents are attached hereto and incorporated herein by reference.

NOW, THEREFORE, it is agreed by and between the City of _____, as Lessor and _____ as Lessee, as follows:

The Lessor shall and does hereby lease the following vehicle to the Lessee for a period of ____ year(s), commencing _____, 200__,

Year	Make	Model	VIN Number
------	------	-------	------------

on the following terms and conditions:

1. Lessee shall lease said vehicle and operate the same in accordance with its authority to operate _____ service in the City of _____ and surrounding area pursuant to the licenses and agreement set forth therein, copies of which are attached hereto and incorporated herein by reference.
2. Title to the vehicle shall be in the name of the City of _____ with _____ named on the registration as Lessee. The Lessee may not sublease this vehicle.
3. The vehicle shall only be used by the Lessee for the purpose of providing _____ service in accordance with its operating assistance contract referred to above.
4. The Lessee shall immediately notify the City if the vehicle is no longer used in the provision of _____ service. The Lessee shall also keep satisfactory records with regard to the use of the equipment and submit to the City upon request such information as may be required by the City to assure compliance.

5. The Lessee shall perform preventive maintenance on the vehicle and any ADA (Americans with Disabilities Act) accessibility equipment at a level no less than the manufacturer's recommended specifications. The vehicle shall be maintained in good operating order.
6. The Lessee shall make the vehicle available to the Wisconsin Department of Transportation (Department) and the City upon demand for the purpose of an annual verification or other inspections deemed necessary by the Department or City.
7. A certificate of insurance for each of the following coverages shall be filed with the City Clerk prior to any operation of said vehicle:
 - (a) the vehicle shall be insured for damage or loss from fire, theft, collision, and shall contain a comprehensive damage provision.
 - (b) the vehicle shall be insured for liability for personal injury and property damage for not less than \$_____ combined single limit policy. The City shall be named co-insured.
 - (c) the collision insurance shall provide for a deductible of not more than \$_____.
 - (d) the Lessor shall be named as an additional insured on the liability policy and all other policies shall contain a provision providing for loss to be payable to the Lessor as its interest may appear.
8. Lessor reserves the right to require the Lessee to restore the vehicle or pay for damages to the vehicle as a result of abuse or misuse of such vehicle with Lessee's knowledge and consent.
9. Lessee shall pay the Lessor, as lease payments for said vehicle, the sum of _____ dollar(s) (\$_____). The sum total of the lease payments received by the City over the life of the vehicle cannot exceed the local share contributed at the time the vehicle was purchased.
10. In the event of a default on the part of the Lessee in the payment of its lease required hereunder, or by its failure to perform any of its other obligations under this agreement, the Lessor may, at its option, declare this lease terminated and may take immediate possession of the vehicle leased hereunder, without notice.

This agreement shall extend to and be binding upon the parties hereto and their respective successors and assigns.

City of _____

Lessee _____

By _____
Name Title

By _____
Name Title

Attest _____
Name Title

EXHIBIT K - DRAFT CONTRACT WITH PRIVATE OPERATOR - *URBANIZED APPLICANTS*

Exhibit K is required only by applicants contracting with private transit providers. For these applications it is necessary for a draft contract to be prepared between the local unit of government and the private transit operator. A state assistance contract will not be executed with the local applicant until the applicant's contract with the private operator is fully executed and a copy has been received by the Department.

The contract or agreement between the local public body and the private operator must address the following:

The transit company must agree to:

- (1) Operate in accordance with the provisions of the state operating assistance contract.
- (2) Continue with existing fares unless given approval by the local governing body and the Wisconsin Department of Transportation.
- (3) Continue with existing officers salaries unless given approval by the local governing body and the Wisconsin Department of Transportation.
- (4) Continue to provide the current level of service without reduction or change unless local governing body and Department approval is given.
- (5) Provide financial statements as may be required by the local body and the Department.
- (6) Maintain true and accurate records of all gross revenues, depreciations, salaries, return on investment and all operating expenses as required by the Wisconsin Department of Transportation. The books and records shall be available to the local public body and be subject to audit by the Wisconsin Department of Transportation.
- (7) Comply with all requirements of federally required contract clauses, which shall be included in their contract with the local public body.

The local public body agrees to:

- (1) Review and approve monthly statements.
- (2) Issue a payment check on a regular quarterly or monthly basis.
- (3) Accept the Wisconsin Department of Transportation's determination of total operating deficit.
- (4) Pay the portion of the total operating deficit not paid by the U.S. Department of Transportation and/or the Wisconsin Department of Transportation.
- (5) Include all federally required clauses in all third party contracts with a private transit provider, including contracts for paratransit service. Third party contracts which do not contain this language will not be considered valid.

EXHIBIT L - PROJECT COORDINATION ☆

This exhibit describes project coordination accomplished with other providers of transportation in the service area and the applicant's efforts to maximize the integration of existing funding sources with funds being applied for under the Section 5311 program. The following items must be included in this exhibit:

1. A list of all other providers of transportation operating in the service area. (Include taxi systems, inter-city bus operators, and any public or private paratransit system serving the elderly and/or disabled.
2. A description of efforts which have been made to coordinate with any of the above listed transportation providers. Efforts may include transfer arrangements, coordination of routes to avoid unnecessary duplication of service, coordination of fare structure, etc.
3. A description of efforts made to coordinate with social service agencies in the service area, particularly with those agencies providing services (non-transportation) to low income, elderly, or disabled clientele, and capable of purchasing transportation services. Efforts might include purchase-of-service agreements, establishing routes and schedules based on the transportation needs of agency clients, providing front-door service to the agencies and to traffic generators frequented by their clients (senior citizen centers, nursing homes, clinics, etc.), providing schedules, route maps and other information aids, etc.
4. Identification of any transportation coordinating committees on which you serve. List all members (agencies) which are a part of this committee.

EXHIBIT M - INVOLVEMENT OF PRIVATE ENTERPRISE ☆

It is the policy of the Federal Transit Administration (FTA) that private transit and paratransit operators be allowed the opportunity to participate in the provision of rural transportation service to the maximum extent feasible. In order for the state to make the required assurances to FTA, each applicant is required to provide the following information with its application for Section 5311 funds. Attach additional sheets if needed.

→ **Bid in _____ (bid year) for service year _____ (year).**

A. Process and Procedures. Information requested under each item in this section was submitted to WisDOT **by all 2003 applicants. Subsequently, this exhibit must be completed once every three years.** Information will be considered current within this timeframe unless changes have occurred. If the requested information has been provided within the last three years and no changes made, note the date of the previous submittal for each such item.

1. In planning your public transportation services, private sector providers must be given ample opportunity to express their views. Describe how you have given private sector providers an opportunity to submit such comments. An example would be a transportation committee meeting held prior to the submission of a grant application.

2. Describe how you decide whether the public transportation service should be publicly operated or contracted out to the private sector.

3. If your public transportation is put out to bid, proposals may be submitted by a variety of passenger service providers. It is important to evaluate all of the costs of the public and private non-profit bidders when comparing them to private for-profit bids. Operating costs, capital grants and the use of public facilities should be reflected in the cost comparisons.

Describe how you make true cost comparisons of the bid proposals you receive.

4. If a private operator has a complaint about your decision to go either public or private, how do you handle the complaint?
5. A publicly operated transit system must periodically review (once every 1-3 years) the existing system to determine if the service can be provided more efficiently by the private sector. Describe how you evaluate your system for such efficiency.

B. Project Specific. Each item in this section must be addressed as part of the application process. Some of the items may not be applicable to the current application and should be so indicated.

1. If you are utilizing private for-profit providers for all or part of your public transportation service, please list such providers and the service they provide.
2. Do you have any new or substantially restructured service contained in the current application for which private transportation providers and possible new business entrants could submit proposals? If yes, please describe.

3. Describe how you have notified private transportation providers and other potential entrants of the new or substantially changed service to be offered.
4. Either describe or submit copies of the private sector proposals, if any, offered for your consideration of the new or substantially changed service. Explain why you either accepted or rejected the proposals.
5. Describe any complaints regarding current proposals from private operators and how these were resolved.
6. When was your last review of your existing system made to determine if the service taken as a whole or segments of the service could be provided more efficiently by the private sector? If it was done this calendar year, attach your review findings.

WISDOT staff will be available to assist in the development and implementation of any of the above requirements.

EXHIBIT N - COMPETITIVE PROCUREMENT REQUIREMENT ☆

Applicants that contract with a provider for eligible public transportation service shall use the competitive bid process outlined in TRANS 6.03(c), Wisconsin Administrative Code, and Wisconsin's Procurement Manual for the Acquisition of Goods and Services Under FTA Funded Grant Programs, not less than once every five years for each of its contracts. The applicant is required to provide the following information on each of its public transportation service contracts. If this exhibit is not applicable, please so state.

What service do you contract for?
In what year was this service last offered for competitive procurement?
Was the competitive procurement process outlined in TRANS 6.03 (c) and Wisconsin's <u>Procurement Manual for the Acquisition of Goods and Services Under FTA Funded Grant Programs</u> used?
Was there more than one firm interested in providing the service?
How many years was the contract written for?

EXHIBIT O - PUBLIC INVOLVEMENT ☆

The applicant for operating assistance must hold a public hearing on the proposed project. This hearing is to be held to give parties with significant social, economic, or environmental interests an adequate opportunity to publicly present their views on the proposed project.

The applicant shall publish notice of intent to hold the public hearing in newspapers of general circulation in the locality, including newspapers oriented to the minority community. This notice shall be advertised at least twice, with the first advertisement occurring not less than 30 days before the date of the hearing and the second notice no less than 7 days before the hearing.

A sample hearing notice is contained in Attachment O-1.

In addition, a copy of the hearing notice must be sent to all other providers of "public transportation" in the service area. The term "public transportation" means any transportation by bus, rail, or other conveyance which provides either general or special service to the general public on a regular and continuing basis. "Public transportation" does not include the following: (1) school bus, sightseeing, or charter service; (2) exclusive ride taxi service; and (3) service to individuals or groups which excludes use by the general public.

This exhibit must contain:

- 1) A certified transcript of the hearing.
- 2) A certified copy of the published notice (sample of required hearing notice is shown in Attachment O-1).
- 3) A list of public transportation providers to whom hearing notices were sent.
- 4) Certification of Public Hearing (sample certification is shown in Attachment O-2).
- 5) Process used to address the comments received at the hearing.

THIS EXHIBIT IS NOT REQUIRED IF:

- A. The applicant is applying only for state operating assistance.
- B. The applicant has previously applied for and received Section 5311 operating assistance and anticipates no major service changes in 2003 such as fleet expansion, substantive service hour changes, etc.

ATTACHMENT O-1 ☆

NOTICE OF PUBLIC HEARING

CY 2003 Operating Assistance for (name of applicant transit system)

Notice is hereby given that a public hearing will be held by the (applicant) at (address of hearing location) at (time and date) for the purpose of considering a project for which Federal operating assistance under Section 5311 of the Federal Transit Act, is being sought, generally described as follows:

- A. The (applicant) is applying for Federal aid for the (name of applicant transit system) for the period January 1, 2003 to December 31, 2003. The service area of the (name of applicant transit system) is generally described as (include all political entities served by applicant transit system). The total anticipated deficit for 2003 is \$_____, of which the state and local share will be \$_____ and the maximum federal share, for which this hearing is held, will be \$_____.
- B. No persons, families, or businesses will be displaced by this project.
- C. There is expected to be no significant environmental impact upon the urban/service area by this project.
- D. This project is in conformance with comprehensive land use and transportation planning in the area.

At the hearing (name of applicant) will afford an opportunity for interested persons or agencies to be heard with respect to the social, economic, and environmental aspects of the project. Interested persons may submit orally or in writing evidence and recommendations with respect to said project. Additionally, written comments will be considered if sent to (address of applicant) by (deadline date).

A copy of the application for a Federal grant for the proposed project is currently available for public inspection at (location).

(Applicant's Authorized Representative)

ATTACHMENT O-2 ☆

CERTIFICATION OF PUBLIC HEARING

_____(Applicant)_____ HEREBY CERTIFIES THAT, in the development of this application for mass transportation operating assistance grant under Section 5311 of the Federal Transit Act, it:

1. Has afforded adequate opportunity for public hearings pursuant to adequate prior notice, and has held such hearings, in accordance with the rules and regulations pertinent to the Section 5311 program.
2. Has considered the economic and social effects of this proposed project and its impact on the environment.
3. Has found that this proposed project is consistent with official plans for the comprehensive development of the urban area.

By _____
(Chief Elected or Administrative Official)

Date _____

EXHIBIT P - LABOR PROTECTION ☆

EXHIBIT Q - FEDERAL ASSURANCES AND CERTIFICATIONS ☆

Exhibits P and Q are required only for grantees applying for federal operating assistance under the Section 5311 program. Samples of these certifications and assurances are contained in the separate Federal Certifications and Assurances package which these grantees received along with the application booklet.

EXHIBIT R

INFORMATION THAT WisDOT NEEDS FROM YOU...

PROVIDER INFORMATION

APPLICANT INFORMATION

<p><i>City Official, Mayor, Administrator, Manager</i> <i>(Contract & Program Correspondence Address)</i></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Contact Person: _____</p> <p>Phone Number: _____</p> <p>Fax Number: _____</p> <p>Email Address: _____</p>	<p><i>Transit Manager - Operator</i> <i>(Program Correspondence Address)</i></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Contact Person: _____</p> <p>Phone Number: _____</p> <p>Fax Number: _____</p> <p>Email Address: _____</p>
<p><i>City's Transportation Coordinator</i> <i>(Contact Person for WisDOT Report Preparation)</i></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Contact Person: _____</p> <p>Phone Number: _____</p> <p>Fax Number: _____</p> <p>Email Address: _____</p>	<p><i>Provider Location</i> <i>(Actual Service Location in Community)</i></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Contact Person: _____</p> <p>Phone Number: _____ <i>(Number to call for Service)</i></p> <p>Fax Number: _____</p> <p>Email Address: _____</p>
<p><i>City's Payment Address</i> <i>(If different from City Official Address)</i></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>Contact Person: _____</p> <p>Phone Number: _____</p> <p>Fax Number: _____</p> <p>FEIN Number: _____</p> <p>Email Address: _____</p>	<p><i>Contributing Municipality Address</i> <i>Add Extra Pages If Needed</i></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Contact Person: _____</p> <p>Phone Number: _____</p> <p>Fax Number: _____</p> <p>Email Address: _____</p>

APPENDICES

DEPARTMENT OF TRANSPORTATION TRANSPORTATION DISTRICTS

Martin Forbes
District 8
1701 N. 4th St., P.O. Box 429
Superior, WI 54880-0429
(715) 392-7964

Greg Stelmacher
District 4
1681 Second Avenue South
WI Rapids, WI 54495-4722
(715) 421-8346

Frank Loreti
District 7
P.O. Box 777
Rhinelander, WI 54501
(715) 365-5744

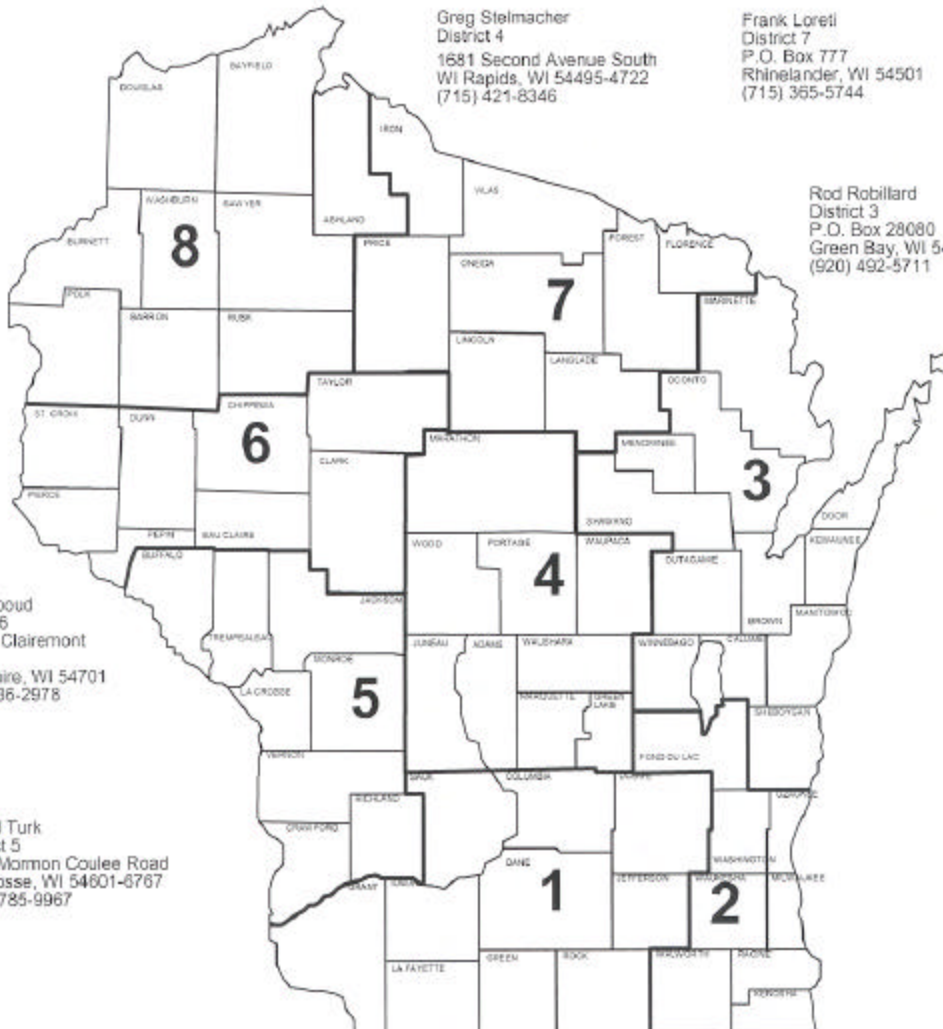
Rod Robillard
District 3
P.O. Box 28080
Green Bay, WI 54324-0080
(920) 492-5711

Jeff Abboud
District 6
716 W. Clairemont
Ave.
Eau Claire, WI 54701
(715) 836-2978

Jarrod Turk
District 5
3550 Mormon Coulee Road
La Crosse, WI 54601-8767
(608) 785-9967

Barbara Kipp
District 1
2101 Wright St.
Madison, WI 53704-2583
(608) 243-3867

Karen Schmiechen
District 2
2000 Pewaukee Rd., PO Box 798
Waukesha, WI 53187-0798
(414) 521-5454



APPENDIX A

TRANSPORTATION DISTRICT OFFICES

DISTRICT ONE

Columbia, Dane, Dodge, Grant, Green,
Iowa, Jefferson, Lafayette, Rock, Sauk
Counties

District Director - Rose Phetteplace

Contact – Barbara Feeney

2101 Wright St.
Madison 53704
(608) 243-3869

DISTRICT TWO

Fond du Lac, Kenosha, Milwaukee, Ozaukee,
Racine, Walworth, Washington, Waukesha
Counties

District Director - Les Fafard

Contact – Karen Schmiechen

2000 Pewaukee Rd., PO Box 798
Waukesha 53187-0798
(262) 521-5454

DISTRICT THREE

Brown, Calumet, Door, Kewaunee, Manitowoc
Marinette, Menomonie, Oconto, Outagamie,
Shawano, Sheboygan, Winnebago Counties

District Director – George McLeod

Contact – Christopher Culotta

944 Vanderperren Way
P. O. Box 28080
Green Bay 54324-0080
(920) 492-7712

DISTRICT FOUR

Adams, Green Lake, Juneau, Marathon
Marquette, Portage, Waupaca, Waushara,
Wood Counties

District Director - Mike Berg

Contact - Greg Stelmacher

1681 Second Avenue South
Wisconsin Rapids 54495-4722
(715) 421-8346

DISTRICT FIVE

Buffalo, Crawford, Jackson, La Crosse,
Monroe, Richland, Trempealeau, Vernon
Counties

District Director - Joe Olson

Contact – Jarrod Turk

3550 Mormon Coulee Road
La Crosse 54601-6767
(608) 785-9967

DISTRICT SIX

Chippewa, Clark, Dunn, Eau Claire, Pepin,
Pierce, St. Croix, Taylor Counties

District Director - Don Gutkowski

Contact – Jeff Abboud

718 W. Clairemont Ave.
Eau Claire 54701
(715) 836-2978

DISTRICT SEVEN

Florence, Forest, Iron, Langlade, Lincoln
Oneida, Price, Vilas Counties

District Director - Dan Grasser

Contact - Frank Loreti

P. O. Box 777
Rhineland, WI 54501
(715) 365-5744

DISTRICT EIGHT

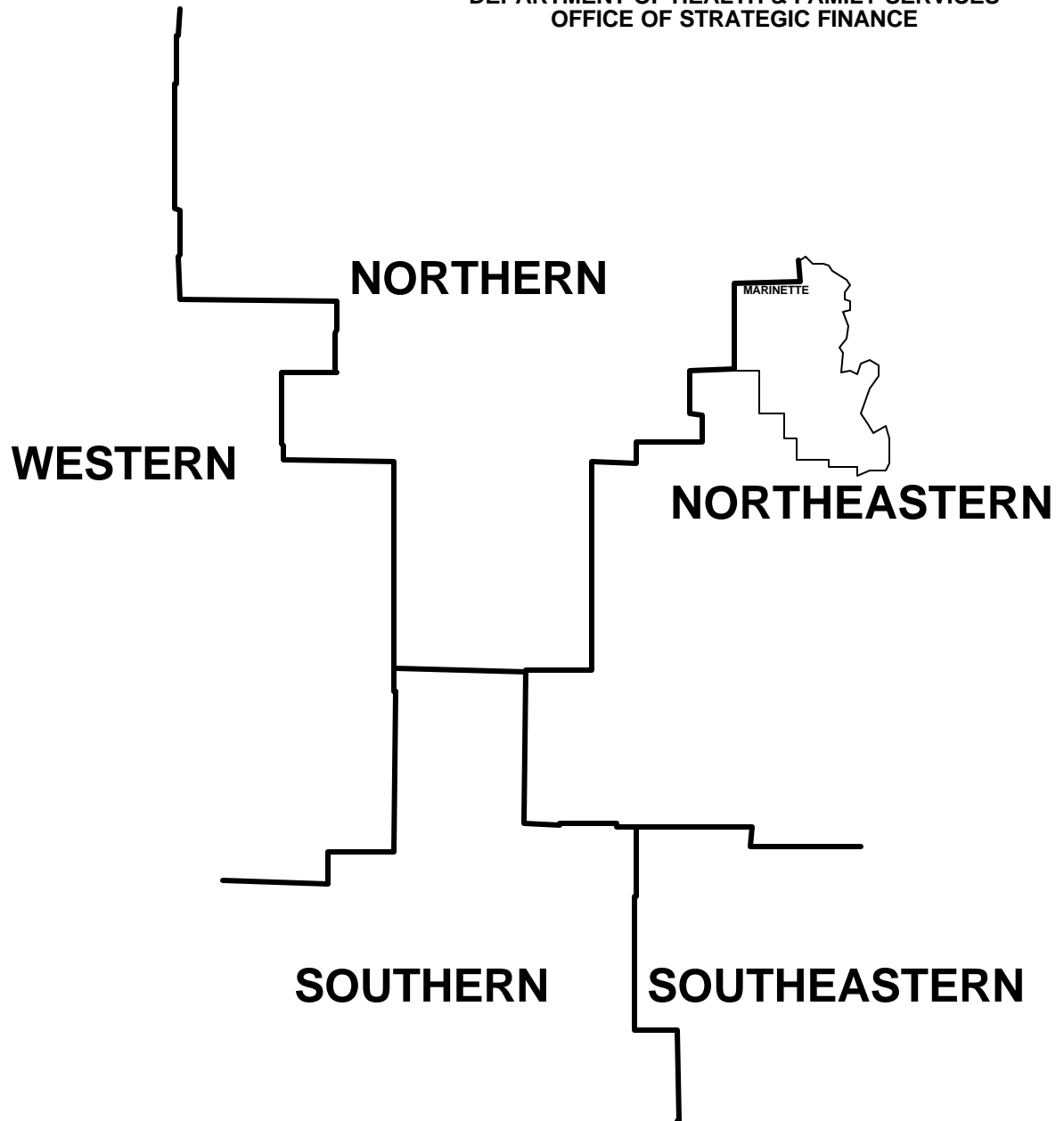
Ashland, Barron, Bayfield, Burnett,
Douglas, Polk, Rusk, Sawyer, Washburn
Counties

District Director-Jerry Mentzel

Contact - Martin Forbes

1701 North Fourth Street
P.O. Box 429
Superior 54880-0429
(715) 392-7964

REGIONAL OFFICES
DEPARTMENT OF HEALTH & FAMILY SERVICES
OFFICE OF STRATEGIC FINANCE



APPENDIX B

DISTRICT OFFICES, OFFICE OF STRATEGIC FINANCE WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES

Patrick Cork, Area Administrator
Office of Strategic Finance, Northern Region
P. O. Box 697
Rhinelander, WI 54501
(715) 365-2523

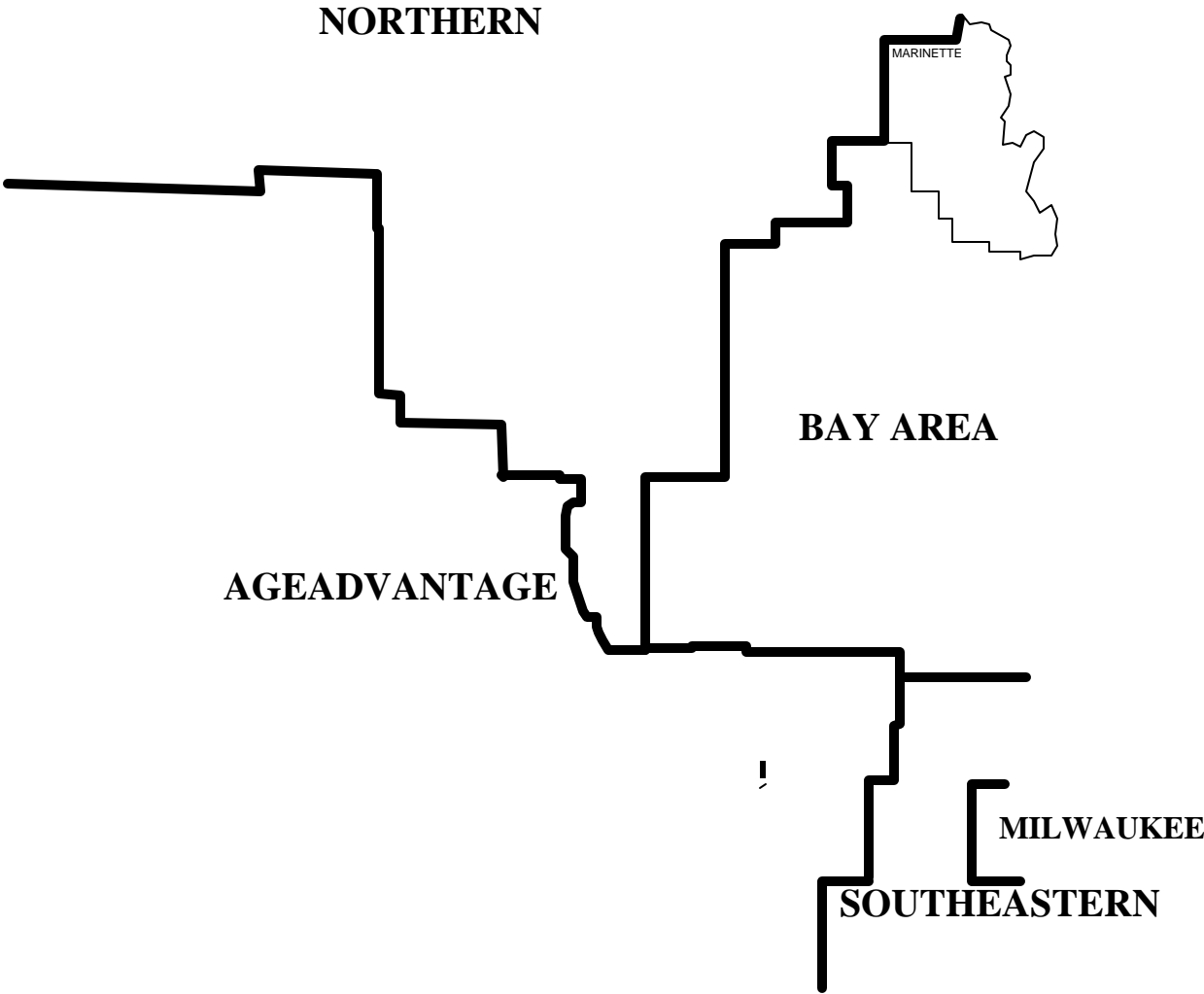
Vacant, Area Administrator
Office of Strategic Finance, Northeastern Region
200 North Jefferson, Suite 411
Green Bay, WI 54301-5191
(920) 448-5318

Cheryl Marek Domrose, Area Administrator
Office of Strategic Finance, Southeastern Region
141 N.W. Barstow Street, Room 209
Waukesha, WI 53188-3789
(414) 521-5113

Julie Kudick, Area Administrator
Office of Strategic Finance, Southern Region
3601 Memorial Drive, Bldg. 14
Madison, WI 53704
(608) 243-2419

Audrey Roecker, Area Administrator
Office of Strategic Finance, Western Region
312 S. Barstow St., Suite #3
Eau Claire, WI 54701
(715) 836-5713

**AREA AGENCIES
ON AGING**



APPENDIX C

AREA AGENCIES ON AGING

Robert Kellerman, Exec. Director
AgeAdvantage
2850 Dairy Drive Suite 200
Madison, WI 53718
608/224-6300

Helen Ramon, Exec. Director
Southeastern Area Agency on Aging, Inc.
125 Executive Drive, Suite 102
Brookfield, WI 53005
414/821-4444

Richard Sicchio, Exec. Director
Northern Area Agency on Aging, Inc.
1853 N. Stevens Street, P. O. Box 1028
Rhineland, WI 54501
715/365-2525

Stephanie Sue Stein, Exec. Director
Milwaukee Area Agency on Aging
235 W. Galena Street, Suite 180
Milwaukee, WI 53212-3925
414/289-5950

Barbara Mamerow, Exec. Director
Bay Area Agency on Aging, Inc.
1850 Elkay Lane, Suite A
Green Bay, WI 54302-2220
920/469-8858 or 800/991-5578

Rita Odegard, Exec. Director
Dane County Area Agency on Aging
1955 W. Broadway, Suite 105
Madison WI 53713
608/224-3663

STATE CLEARING HOUSE



REGIONAL PLANNING COMMISSIONS

APPENDIX D

REGIONAL PLANNING COMMISSIONS

Jerry Chasteen, Director
West Central Wisconsin Regional
Planning Commission
800 Wisconsin Street
Mailbox 9
Eau Claire, WI 54703-3606
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STATE CLEARINGHOUSE
Jeff Smith, Fed-State Relations Section Chief
Department of Administration
WI Division of Energy and Intergovernmental
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Madison, WI 53707-7868

APPENDIX E

FORMS REQUIRED BY WisDOT

The table below identifies the forms WisDOT requires for each type of transit system:

Type of System	Required Forms
Urbanized Bus	<ul style="list-style-type: none">• Urban Bus Operations Report (Quarterly/Year End)• System Effectiveness & Performance Goals Quarterly Report
Urbanized Taxi	<ul style="list-style-type: none">• Shared-Ride Taxi Operations Report (Quarterly/Year End)• Shared-Ride Taxi Revenue and Expense Statement (due Feb. 28)• System Effectiveness & Performance Goals Quarterly Report
Shared-Ride Taxi	<ul style="list-style-type: none">• Shared-Ride Taxi Operations Report (Quarterly/Year End)• Section 5311 Quarterly Requisition• Section 5311 DBE Annual Report• Shared-Ride Taxi Revenue and Expense Statement (due Feb. 28)• System Effectiveness & Performance Goals Quarterly Report
Non-Urbanized Bus	<ul style="list-style-type: none">• Urban Bus Operations Report (Quarterly/Year End)• Section 5311 Quarterly Requisition• Section 5311 DBE Annual Report• System Effectiveness & Performance Goals Quarterly Report
Rural/Intercity	<ul style="list-style-type: none">• Section 5311 Quarterly Requisition• Section 5311 DBE Annual Report

Please submit as required the appropriate forms for the type of transit system for which operating assistance is being requested, as found in Appendix E.

***Note: Sub-recipients who received more than \$250,000 in operating or capital funds must return the Section 5311 DBE report semi-annually.**

APPENDIX F
ACCOUNT CLASSIFICATIONS

**Wisconsin Department of Transportation
Bureau of Transit And Local Roads
Account Classifications**

Expense Classifications

501.01 Operator's Salaries

The labor of employees of the transit system who are classified as revenue vehicle drivers.

501.02 Other Salaries

The labor of non-drivers which includes dispatchers, in-house accountants, custodial help and mechanics. This category does not include the negotiated management fee.

502.00 Fringe Benefits

Payments or accruals to others (insurance companies, state and federal government) on behalf of an employee. This also includes benefits paid to an employee arising from other than the performance of work (holiday, vacation, other).

503.01 Management Fee

Amount reported should be equal to the amount specified in the contract.

503.02 Advertising Agency Fees

This account includes outside advertising agency fees for labor and materials. *All other advertising costs, including media, should be charged to 509.08 Miscellaneous Expenses: Advertising/Promotion Media.*

503.03 Professional/Technical

This account includes items such as legal and accounting costs purchased from an outside vendor.

503.03 Computer

Includes items such as payroll processing services from an outside vendor.

503.05 Contract Maintenance

Includes items such as maintenance agreements for office equipment (xerox machines and computers) radio equipment.

503.08 City Administrative Fee

Includes costs incurred by the recipient for grant administration, administrative staff time, advertising costs of public hearings, procurement notices, etc...

503.99 Other Services

Includes temporary help cost and custodial services provided by an outside vendor.

504.01 Fuel and Lubricants

Includes costs of gasoline, diesel fuel, propane, lubricating oil, transmission fluid, grease etc., purchased during the contract period for use in vehicles. The cost reported should be net of all fuel taxes paid. State taxes are refundable and should be removed from fuel costs. *Federal fuel taxes are to be reported separately under account 507.05 Fuel and Lubricant Tax.*

504.02 Tires and Tubes

Includes cost of replacement tires and tubes installed on vehicles. Large quantity purchases of tires which are not being installed on vehicles at time of purchase, should be inventories and charged against the grant as used. Also includes lease payments for tires and tubes rented from a vendor.

504.99 Other Materials and Supplies

Includes cost of all other materials and supplies not included in 504.01 and 504.02 such as vehicle maintenance parts, office supplies, forms, cleaning supplies, etc..

505.02 Telephone

Includes cost of telephone and facsimile services.

505.03 Other Utilities

Includes cost of electric, gas, water and sewer. If a shared facility is used, include only the pro-rated percentage of utilities as negotiated with the Bureau of Transit and specified in your grant application.

506.00 Casualty and Liability

Report liability insurance premiums separately from physical damage insurance premiums.

507.03 Property Tax

Includes taxes on facilities only up to the percentage of facilities funded under the grant.

507.04 License and Registration

Includes costs on revenue vehicles only.

507.05 Federal Fuel Tax

Federal taxes paid on purchases of fuel made during the calendar year. Sales and excise taxes on materials and services purchased other than fuel and lubricants are not included in this category, but are to be accounted for as part of the base price of the material or service.

508.00 Purchased Transportation

Payments to other transit systems to support their operations of passenger transit services. If your grant was competitively bid, report the bid amount on this line.

509.00 Miscellaneous Expenses

Includes cost items such as dues, subscriptions, travel, meetings and all other items which cannot be attributable to any of the other major expense categories. A description of the cost item must be shown for all miscellaneous items. *Advertising media fees and expenses should be shown under 509.08.*

511.01 Interest Expense

Include only eligible short-term operating interest expense. Interest paid on capital purchases is not eligible and should not be included.

512.00 Leases and Rentals

Include costs of leasing facilities or vehicles. Lease payments to a related party which are made under less than an arms-length agreement, are limited to the actual costs of owning the property. The actual expenses of owning the property include depreciation expense, taxes, and maintenance expense.

513.00 Depreciation Expense

Include only depreciation on fixed assets owned by the operator and used directly in the operation of the transit program. Depreciation expense of assets purchased with Capital Assistance Funding may not be included under this grant program. Detail depreciation expense by passenger vehicle, service vehicle, and operating yards and stations (facilities and radio equipment).

Less Package Delivery

Include expenses associated with freight services, charter operations or other businesses whose expenses are included in the expenses above. If these expenses are not segregated from the transit operation, an amount equal to the revenue generated would be reported on this line.

514.01 Return on Investment

Include the negotiated amount per contract.

Revenue Classifications**400.00 Passenger Fares**

Includes passenger fares for all fare categories. The reported fares should include all fares earned during the contract period January 1 through December 31. Uncollected fares at year-end should be accrued and reported on this statement.

404.01 Freight Tariffs

Includes all revenues from package or freight delivery.

406.00 Miscellaneous Revenues

Includes station and vehicles concessions, advertising revenue, sale of maintenance services, rental revenues, sales of fixed assets, and investment income. A description of the revenue item must be shown for all miscellaneous revenues.

405.00 Other Revenue

Includes financial assistance from the local government unit for operating the transit services.

Other Account Classifications as Identified on the Grant Application

Revenue Classifications from Grant Application

400.00 Passenger Fares
401.01 Full Adult Fares
401.02 Senior Citizen Fares
401.03 Student Fares
401.04 Child Fares
401.05 Handicapped Rider Fares
401.99 Other Primary Ride Fares
404.01 Freight Tariffs (Package Delivery)
405.01 Charter Service Revenue
406.00 Auxiliary Transportation Revenues
406.01 Station Concessions
406.02 Vehicle Concessions
406.03 Advertising Services
406.04 Automotive Vehicle Ferriage
406.99 Other
407.00 Non Transportation Revenues
407.01 Sale of Maintenance Services
407.02 Rental of Revenue Vehicles
407.03 Rental of Bldg. And Other Property
407.04 Investment Income
407.99 Other Non Transportation Revenue
405.00 Other Revenue

Expense Classifications from Grant Application

501.00 Salaries and Wages
501.01 Operators Salaries
501.02 Other Salaries
502.00 Fringe Benefits
502.01 FICA
502.02 Pension
502.03 Medical
502.04 Dental
502.05 Life Insurance
502.06 Short-term Disability
502.07 Unemployment
502.08 Workmens Compensation
502.09 Sick Leave
502.10 Holiday Pay
502.11 Vacation Pay
502.12 Other Paid Absences
502.13 Uniform Allowances
502.14 Other Benefits
503.00 Services
503.01 Management Fees
503.02 Advertising Fees
503.03 Professional Technical Fees
503.03 Computer
503.04 Temporary Help
503.05 Contract Maintenance

503.06 Custodial Services
503.08 City Administrative Fee
503.99 Other Services
504.00 Materials and Supplies
504.1 Gasoline, Diesel Fuel, Oil

Expense Classifications con't

504.02 Tires and Tubes
504.99 Vehicle Parts, Postage, Supplies
504.99 Office Furniture and Expenses
505.00 Utilities
505.02 Telephone
505.02 Electric, Gas, Other Utilities
506.00 Casualty and Liability
506.01 Physical Damage Premiums
506.02 Physical Damage Recovery
506.03 Public Liability Premium
506.04 Uninsured PL/PD Payouts
506.05 Uninsured PL/PD Provisions
506.00 Casualty & Liability Con't
506.06 Insured PL/PD Payouts
506.07 PI/PD Recoveries
506.08 Other Corporate Insurance
506.09 Other Corporate Loss
506.10 Other Corporate Loss Recovery
507.00 Taxes
507.03 Property Tax
507.04 License and Registration
507.05 Fuel and Lubricant Tax
507.99 Other Tax
508.00 Purchased Transportation
509.01 Dues and Subscriptions
509.02 Travel and meetings
509.08 Advertising and Promotion
509.99 Other miscellaneous
511.01 Interest Expense
512.00 Leases and Rentals
512.02 Passenger Stations
512.01 Passenger Revenue Vehicles
512.05 Service Vehicles
512.06 Operating Yards and Stations
512.07 Shops and Garages
512.10 Data Processing Facilities
512.11 Revenue Collection Processing Facilities
512.12 Other Administrative Facilities
513.00 Depreciation
513.04 Passenger Revenue Vehicles
513.05 Service Vehicles
513.06 Operating yards and Stations
514.01 Return on Investmen t